Sample

ABC Case

RECORD VOLUME BY CATEGORY

(1962 - MARCH 24, 1994)

DATE MARCH 9, 1994

DEPARTMENT NAME: RICHMOND GENERAL MANAGER

Total 24,981

DEPARTMENT CODE: 01MFG101

COORDINATOR NAME: LYNN KING

MAN HOURS TWO (2)

EXPENSES ($)

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
B0546	BUILDINGS AND GROUNDS	20	
C2567	CALENDARS/DIARIES/DAYTIMERS	40	
C1178	COMMUNICATIONS	0	
C1185	COMMUNITY RELATIONS	40	
C1190	CORRESPONDENCE	1,750	60
E0667	EMPLOYEE INVOLVEMENT	0	
E0668	EMPLOYEE RELATIONS	1,750	80
E0669	ENGINEERING	50	
E0674	ENVIRONMENTAL	150	
E0681	EQUIPMENT	300	
F0386	FINANCIAL	2,850	10
I0324	INFORMATION SERVICES	250	
L0379	LABOR RELATIONS	1,550	5
M1526	MARKETING	0	
M0650	MATERIALS	0	
M0656	MEETINGS	1,600	40
O0562	ORGANIZATIONAL CHARTS	75	4
P1154	PERSONNEL - GENERAL	800	
P2251	PERSONNEL FILES	1,500	
P1172	PLANNING	3,100	30
P2242	POLICIES AND PROCEDURES	1,750	15
P1173	PRESENTATIONS	2,400	25
	TOTAL		

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Source: https://www.industrydocuments.ucsf.edu/docs/pkck0000

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P1169	PROCESSING	400	5
P2243	PROCUREMENT/PURCHASING	200	2
P1171	PRODUCTION	2,150	20
P1188	PUBLICATIONS	0	
Q0210	QUALITY ASSURANCE	800	15
S0778	SAFETY ISSUES	350	
S0783	SECURITY	50	
S0781	SUMMARIES	0	
T0437	TRAINING AND DEVELOPMENT	450	10
T0439	TRAVEL/TRIPS/VISITORS	50	30
W0220	WAREHOUSE/STORAGE	200	5
	TOTAL	24,625	356

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Source: https://www.industrydocuments.ucsf.edu/docs/pkck0000